



ALLOCATION SEASON		MEETING DATE PRIOR TO SCOREBOARD CONTROLLER PERMIT PERIOD	
ORGANIZATION/USER NAME		SCOREBOARD FACILITY LOCATION	
ORGANIZATION/USER PRESIDENT	PHONE	EMAIL	
ORGANIZATION /USER SCOREBOARD CONTROLLER CONTACT	PHONE	EMAIL	
COMPLETE PRIOR TO PERMIT START DATE		USER REVIEWED	
USER HAS AUTHORIZED AND TRAINED PERSONNEL TO OPERATE THE SCOREBOARD CONTROLLER(S) AND UNDERSTANDS THESE AUTHORIZED AND TRAINED PERSONNEL ARE ALLOWED TO OPERATE SAID CONTROLLER(S).		<input type="checkbox"/>	
USER ACKNOWLEDGES THE SCOREBOARD CONTROLLER(S) WAS RECEIVED IN WORKING CONDITION		<input type="checkbox"/>	
USER ACKNOWLEDGES THE SCOREBOARD CONTROLLER(S) WAS RECEIVED WITHOUT DAMAGE (UNLESS NOTED FIN THE CONCERNS AND ISSUES OR COMMENTS SECTION ON THIS FORM).		<input type="checkbox"/>	
USER WILL IMMEDIATELY NOTIFY THE MSU OFFICE OF ANY NECESSARY REPAIR OR CONCERNS.		<input type="checkbox"/>	
USER IS RESPONSIBLE FOR THE SECURITY OF THE SCOREBOARD CONTROLLER(S) DURING THE PERMITTED USE PERIOD.		<input type="checkbox"/>	
USER UNDERSTANDS THEIR ORGANIZATION/ENTITY IS LIABLE FOR THE REPAIR/REPLACEMENT EXPENSE IF DAMAGE OF ANY KIND IS SUFFERED BY THE SCOREBOARD CONTROLLER(S) USED IN CONJUNCTION DURING THE PERMITTED USE PERIOD.		<input type="checkbox"/>	
USER UNDERSTANDS THEY MUST NOT ALLOW ANOTHER ORGANIZATION/ENTITY TO USE THE SCOREBOARD CONTROLLER(S).		<input type="checkbox"/>	
# OF SCOREBOARD CONTROLLERS ISSUED FOR ALLOCATION PERIOD	USER INITIALS	CITY STAFF INITIALS	
COMMENTS: CONCERNS AND ISSUES <u>PRIOR TO PERMIT START DATE</u>			
<p>USER ACKNOWLEDGEMENT PRIOR TO PERMIT PERIOD: AS THE AUTHORIZED REPRESENTATIVE FOR THE ORGANIZATION LISTED ABOVE, I HAVE DISCUSSED ITEMS LISTED ON THIS FORM WITH CITY OF LAS VEGAS STAFF AND UNDERSTAND THE RULES FOR USAGE OF THE SCOREBOARD CONTROLLER(S) LISTED ABOVE. I HAD THE OPPORTUNITY TO ASK QUESTIONS AND CLARIFY EXPECTATIONS. I FULLY AGREE TO COMPLY WITH THE RULES AND REGULATIONS OUTLINED IN THE CITY MUNICIPAL CODE AND SCOREBOARD CONTROLLER POLICY FOUND IN THE MUNICIPAL SPORTS POLICY HANDBOOK. I HAVE REVIEWED THE CONDITION OF THE SCOREBOARD CONTROLLER(S) WITH THE CITY OF LAS VEGAS REPRESENTATIVE. I AGREE WITH THE NOTED CONDITION OF THE SCOREBOARD CONTROLLER. I UNDERSTAND THAT MY ORGANIZATION IS LIABLE FOR THE REPAIR OR REPLACEMENT EXPENSE FOR DAMAGE SUSTAINED BY THE SCOREBOARD CONTROLLER(S) USED IN CONJUNCTION DURING THE PERMITTED USE PERIOD. UNPAID BALANCES WILL BE COLLECTED BY THE CITY AND MAY PREVENT THE USER FROM OBTAINING FUTURE FIELD, FACILITY, CONCESSION OR SCOREBOARD PERMITS. IF DAMAGE IS NOTED DURING THE PERMITTED PERIOD AND REPAIR COSTS ARE NOT REIMBURSED TO THE CITY, THE CITY MAY CONSIDER THE NON-PAYMENT A BREACH OF POLICY AND WILL BE HANDLED IN ACCORDANCE WITH APPLICABLE POLICES.</p>			
ORGANIZATION/ USER REPRESENTATIVE PRINT NAME	ORGANIZATION/ USER REPRESENTATIVE SIGNATURE	DATE	
CITY OF LAS VEGAS: I HAVE MET WITH THE ORGANIZATION’S REPRESENTATIVE LISTED ABOVE AND HAVE REVIEWED ALL ITEMS ON THIS CHECKLIST.			
MSU REPRESENTATIVE		DATE	
HH#	RESERVATION #		



ALLOCATION SEASON		MEETING DATE AT END OF SCOREBOARD CONTROLLER PERMIT PERIOD	
ORGANIZATION/USER NAME		SCOREBOARD CONTROLLER FACILITY LOCATION	
# OF SCOREBOARD CONTROLLERS RETURNED FOR ALLOCATION PERIOD	USER INITIALS	CITY STAFF INITIALS	
COMMENTS: CONCERNS AND ISSUES AT <u>THE END</u> OF THE PERMIT PERIOD			
<p><u>ACKNOWLEDGEMENT AFTER PERMIT PERIOD - USERS:</u> AS THE AUTHORIZED REPRESENTATIVE FOR THE ORGANIZATION LISTED ABOVE, I HAVE DISCUSSED ITEMS LISTED ON THIS FORM WITH CITY OF LAS VEGAS STAFF AND HAVE REVIEWED THE CONDITION OF THE SCOREBOARD CONTROLLER WITH THE CITY OF LAS VEGAS REPRESENTATIVE. I HAD THE OPPORTUNITY TO ASK QUESTIONS AND AGREE WITH THE NOTED CONDITION OF THE SCOREBOARD CONTROLLER. I AGREE THAT MY ORGANIZATION IS LIABLE FOR THE REPAIR OR REPLACEMENT EXPENSE FOR DAMAGE SUSTAINED BY THE SCOREBOARD CONTROLLER(S) USED IN CONJUNCTION DURING THE PERMITTED USE PERIOD. IN INVOICE WILL BE SENT TO THE ORGANIZATION FOR ANY BALANCES DUE FOR REPAIR OR REPLACEMENT COSTS. OUTSTANDING BALANCES OWED TO THE CITY FOR REPAIR OR REPLACEMENT EXPENSES MAY PREVENT THE USER FROM OBTAINING FUTURE FIELD, FACILITY, CONCESSION OR SCOREBOARD PERMITS. THE CITY MAY CONSIDER THE NON-PAYMENT A BREACH OF POLICY AND WILL BE HANDLED IN ACCORDANCE WITH APPLICABLE POLICES.</p>			
ORGANIZATION/ USER REPRESENTATIVE PRINT NAME	ORGANIZATION/ USER REPRESENTATIVE SIGNATURE	DATE	
CITY OF LAS VEGAS: I HAVE MET WITH THE ORGANIZATION'S REPRESENTATIVE LISTED ABOVE AND HAVE REVIEWED ALL ITEMS ON THIS CHECKLIST.			
SCOREBOARD CONTROLLER IS WORKING PROPERLY AND IN THE SAME CONDITION AS IT WAS WHEN PERMITTED PERIOD BEGAN. <input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> Damaged**			
* IF NO IS CHECKED ABOVE, LIST EXCEPTION BELOW. **IF DAMAGED IS CHECKED ABOVE, PROVIDE ADDITIONAL DETAIL BELOW.			
MSU REPRESENTATIVE		DATE	

CLV MSU Scoreboard Controller Checklist | Effective 06.03.14 Until Replaced